

ARES CONCURRENCE SHEET PREPARATION INSTRUCTIONS

Date	Enter date form is prepared.
Document Number	Enter the number of the data product.
Document Title	Enter the title of data product.
OPR	Enter the office responsible for creating and maintaining data product.
Book Manager	Enter the name of the person who is responsible for creating, maintaining data product.
Technical Editing	Branch Chief checks Yes or No when technical editing has been performed to baseline or revision documents. Technical editing is the activity that ensures readability, syntax, spelling, and implementation of the Ares Projects' template. For more information, see APO-1077 Work Instructions for Ares Projects (Level III) Configuration and Data Management Change Request Work Flow for Category 1 Deliverables or APO-1078 Work Instructions for Ares Projects Level III/IV Configuration and Data Management Book Manager Instructions for Category 2 Deliverables.
Export Control Assessment	An assessment is performed by the Ares Project Center Export Representative (CER) for SBU – ITAR or SBU – EAR applicability designation. It is recommended that 2 to 3 days be allocated to allow the CER an adequate time to review the data product.
CER Name	Enter name of the CER who performs the Export Control Assessment.
CER Signature	Obtain the signature of the CER.
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International Traffic in Arms Regulations (ITAR)	Check Yes or No if data product is ITAR. See next page for SBU markings.
Export Administration Regulations (EAR)	Check Yes or No if data product is EAR. See next page for SBU markings.
Vehicle Integration Team (VIT) Chair	Enter name, organization code, signature, and date of the VIT Chair.
Division Chief	Enter name, organization code, signature, and date of the Division Chief.
Work Breakdown Structure Manager (WBS)	Enter name, organization code, signature, and date of the Ares WBS.
* Branch Chief	Enter name, organization code, signature, and date of the Branch Chief. * Note : Branch Chief is also assuming the responsibility of an SBU Designating Official for the data product marked as SBU.
Sensitive But Unclassified (SBU) Designation Approval	Branch Chief checks Yes or No if data is SBU.
Remarks/Comments:	Enter additional remarks or comments pertaining to data product.

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1. ITAR Marking Banner per MWI 7120.4 Documentation Preparation, Programs/Projects

If the determination is made that International Traffic in Arms Regulations (ITAR) apply, place the following banner prominently at the **bottom of the front cover on the data**, information, material, or technical data, etc.

Place the following banner prominently at the **bottom of the front cover on the data**.

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This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/ license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

Place the following statement at the **Top and Bottom of each page** containing SBU – ITAR following the cover page.

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SBU Sensitive information marking banner – Cover page

Place on the Cover Page:

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(Additional information may be added to identify classifying official and group.)

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Document Title:			
OPR:			
Book Manager:			Technical Editing: <input type="checkbox"/> Yes <input type="checkbox"/> No
Export Control Assessment:			
Name	Signature	Date	ITAR: <input type="checkbox"/> Yes <input type="checkbox"/> No
			EAR: <input type="checkbox"/> Yes <input type="checkbox"/> No
Concurrence:			
Position	Name/Org. Code	Signature	Date
VIT Chair			
Division Chief			
WBS Manager			
* Branch Chief			
SBU Designation Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Remark/Comments:			
* Branch Chief's signature indicates approval of SBU designation			